

AKHILESH AGARWAL

Manager - Operations

I was the one of the founder member in the company and join this company when only 3-4 employee was there so I have worked with all support department of the company like, HR, Admin, IT, Finance. Now we are the 500+ employees company and I used to take care Office Administrator department of the company.

CORE COMPETENCIES

Administration
Operations Management
Vendor Management
Inventory Management
Travel Management
Facility Management
Cost Management
Team Management
Contract Management
Corporate Services
Budgeting & Forecasting
Regulatory Compliance
Reports & Documentation

LANGUAGES

English
Hindi
Kannada

CONTACT

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PROFILE SUMMARY

- Seasoned **Manager - Operations** with **over 13 years** of progressive **experience** in operations management, adept at driving organizational excellence, optimizing processes, and leading cross-functional teams to achieve exceptional results.
- Demonstrated a proven track record of developing and executing comprehensive operational strategies that align with business objectives and drive sustainable growth.
- Worked on Vendor Management & Travel Management, identifying cost-saving opportunities, and negotiating contracts with suppliers to ensure favorable outcomes for the company.
- My leadership style is characterized by a strong focus on fostering a collaborative and inclusive work environment.
- Skilled communicator who excels in building and nurturing relationships across all organizational levels, from frontline staff to executive leadership.
- By championing a culture of continuous improvement and innovation, successfully introduced process enhancements, technology integrations, and streamlined workflows that have resulted in cost savings and enhanced operational performance.

CAREER TIMELINE

RNF Technologies, Noida, UP

- Jan'12 - Present | Operations Manager
- Mar'10 - Dec'11 | Graphic Designer

ACCOLADES

- Hard Worker of the Millennium | 2012
- Consistent Performance Award | 2011

EDUCATION

Bachelor of Commerce (B. Com) | 2007

Bangalore University

CERTIFICATIONS

Web Designing | 2009
Arena Multimedia, Bangalore, KA

NOTABLE CAREER HIGHLIGHTS

- Employed in the design of the website, engaging directly with clients to discern their requirements, and executed the project. Additionally, took charge of crafting the current company logo.
- Elevated to the role of Operations Manager, overseeing daily administrative tasks, including vendor management, inventory control, and travel arrangements.
- Played an integral role in the rapid setup of the office from scratch, orchestrating its seamless operation within a mere 15 days during the company's transition from Noida to Bangalore.
- Managed and guided the HR department, orchestrating successful team recruitment through social networking platforms such as LinkedIn and Naukri.com. Simultaneously, handled IT support functions.
- Orchestrated the financial and administrative aspects of the company, including payroll and USA company accounting with their corresponding filings.
- Led all-encompassing efforts to construct a robust company team, taking charge of every major task.
- Held a pivotal position as the sole point of contact, offering unwavering support to the company's director in pivotal decision-making.
- Spearheaded both Lead Generation and Sales Teams, significantly augmenting business and amplifying sales by nurturing lead conversion.
- Assumed directorial responsibilities for the finance and admin teams, overseeing 10 members.
- Orchestrated the launch of a new business line, overseeing team visa requirements, travel arrangements, hotel bookings, and managing the shipping of event-related items to the USA and Dubai.
- Played a key role in doubling in team size from 120 to 250 employees.
- Successfully orchestrated the transition to a new facility without any disruption, personally finalizing the new office facilities and lease negotiations.
- Renegotiated the company's rent following the pandemic, with the landlord, yielding substantial monthly savings that persist to this day.
- Spearheaded yet another successful expansion from a team size from 250 to 500, this time meticulously planning the office interior design while engaging various vendors, resulting in noteworthy cost savings.
- Pioneered the establishment of a new office in Dubai, personally traveling to oversee office space finalization, lease negotiations, and the setup of the new company.
- Orchestrated the company's organized conferences in the USA, expertly managing logistics, travel arrangements, and visa-related matters.
- Held a direct reporting relationship with the Director of the company within the context of our 500+ employee organization, spanning across offices in India, the USA, and UAE.

WORK RESPONSIBILITIES

Administration

- Streamlined administrative processes, resulting in increased efficiency and reduced paperwork.
- Oversaw the implementation of standardized administrative procedures across departments.
- Managed office supplies and equipment, optimizing procurement processes and reducing costs.
- Implemented digital tools to enhance administrative tasks, leading to improved data accuracy and accessibility.

Operations Management

- Directed daily operations, ensuring seamless coordination between different departments.
- Spearheaded process improvement initiatives, resulting in streamlined workflows and reduced bottlenecks.
- Monitored key performance indicators (KPIs) & implemented corrective actions to achieve operational targets.
- Collaborated with cross-functional teams to identify and address operational challenges.

Vendor Management

- Led vendor selection and negotiation processes, resulting in favorable terms and cost savings.

WORK RESPONSIBILITIES

- Established strong relationships with key vendors, improving service quality and reliability.
- Evaluated vendor performance and initiated improvement plans when necessary.
- Implemented vendor management software, enhancing communication and tracking capabilities.

Inventory Management

- Optimized inventory levels by analyzing demand patterns and implementing just-in-time strategies.
- Implemented inventory tracking systems, resulting in accurate stock levels and reduced overstocking.
- Conducted regular audits to ensure inventory accuracy and minimize discrepancies.
- Managed inventory turnover, reducing carrying costs and improving cash flow.

Facility Management

- Oversaw facility maintenance and repairs, ensuring a safe and comfortable working environment.
- Managed office space utilization, optimizing layout and resource allocation.
- Implemented energy-saving initiatives, resulting in reduced utility costs and improved sustainability.
- Led relocation projects, coordinating seamless transitions to new office locations.

Cost Management

- Identified cost-saving opportunities and implemented strategies that reduced operational expenses.
- Conducted thorough cost analyses and recommended budget adjustments to senior management.
- Negotiated favorable terms with suppliers and service providers, achieving significant cost reductions.
- Implemented cost-tracking mechanisms to monitor and control expenditures.

Team Management

- Led a team of operations professionals, fostering a collaborative and productive work environment.
- Conducted performance evaluations and provided constructive feedback to team members.
- Developed training programs to enhance team skills and improve overall performance.
- Delegated tasks effectively, optimizing workload distribution and ensuring timely project completion.

Contract Management

- Drafted, reviewed, and negotiated contracts with suppliers, clients, and partners; Ensured contract compliance and managed contract renewals and terminations.
- Collaborated with legal teams to address contractual issues and mitigate risks; Developed standardized contract templates, expediting the contract creation process.

Corporate Services

- Managed corporate services such as mail distribution, office security, and employee facilities.
- Implemented service-level agreements to maintain high standards of corporate services.
- Oversaw the coordination of company events and gatherings, enhancing employee engagement.
- Collaborated with relevant departments to ensure seamless provision of corporate services.

Budgeting & Forecasting

- Prepared annual budgets based on thorough analysis of historical data and future projections.
- Monitored budget performance and variance, identifying areas for cost control or reallocation.
- Conducted regular forecasting to anticipate financial trends and make informed strategic decisions.
- Presented budget reports to senior leadership and provided recommendations for budget adjustments.

Regulatory Compliance

- Ensured compliance with industry regulations and standards, mitigating potential legal and financial risks.
- Implemented processes to monitor and update operational practices in accordance with changing regulations.
- Collaborated with legal and compliance teams to address regulatory inquiries and audits.
- Conducted internal audits to assess compliance levels and implemented corrective actions.